

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Access Services Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general direction of the Library Operations Director, the Access Services Manager provides professional, administrative, and supervisory direction for user-centered services, information systems, and all library automation systems related to database and software management for the Library District and directly supervises assigned subordinate staff. Helps branch staff and the public with the operation, use, and policies centered around these systems. Responsible for fostering positive relationships within the community and providing oversight to multi-branch or region projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive, and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operational management of the library automation systems and user-centered services:
 - a. Plans long-term and short-term operational goals for assigned services or programs;
 - b. Organizes assigned services, programs, and employees to achieve established goals;
 - c. Staffs assigned services and programs within budgetary guidelines to meet service demand and requisite skill needs;
 - d. Directs and motivates assigned staff to achieve established goals;
 - e. Coordinates with other programs and other Library services to meet established District Goals;
 - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
 - g. Develops, maintains, and monitors annual service or program Budget to achieve established goals and utilize District resources in an efficient and effective manner.

2. Provides administrative supervision to assigned managers and staff, including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
3. Oversees multi-branch projects, programs, and committees to support and achieve District Strategic initiatives and goals.
4. Develops relationships and communicates with outside vendors to establish outreach programs to support community and District goals.
5. Ensures Regional compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
6. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding automated systems used in libraries such as PC Reservations, III, Envisionware RFID Solution, online tools and resources, the Internet, and computerized catalogs.
7. Performs other duties as assigned.

CORE COMPETENCIES:

- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Knowledge of library automation services/practices
- Public Service Ethics
- Public Speaking

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

● **EDUCATION:**

Required: Master's Degree in Library Science (MLS or MLIS from an ALA-accredited school).

Preferred: B.A./B.S. in Computer Science or related field.

● **EXPERIENCE:**

Required: Five (5) years of professional-level library experience with at least four (4) of those years at a management level.

Preferred: Demonstrated ability to manage integrated library automated systems such as Sierra, PC Reservations, and RFID.

● **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain a valid Nevada Driver's License at the time of hire.

Completion of Las Vegas-Clark County Library District's (LVCCLD) Person-in-Charge (PIC) Training or completion of PIC Training within 12 months of assuming the position.

District-provided AED/CPR certification must be completed within six months from the date of employment and must be maintained (current) while in a covered position.

Preferred: NA

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to ten (10) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles, practices, trends, and best practices in Library Administration and Public Administration.
- Knowledge of cataloging practices and standards such as AACR2, LCSH, MARC, and LCC.
- Knowledge of automated systems used in libraries such for PC Reservations, ILS, RFID, as well as on-line tools and resources, the Internet, and computerized catalogs.
- Ability to communicate with a wide variety of external and internal customers.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

DEVELOPED: MAY 3, 2010

**REVISED: JUNE 13, 2012
 AUGUST 2, 2012
 FEBRUARY 21, 2014
 MARCH 12, 2018
 October 23, 2024**